

# Scanning Slides from the HP Scanjet 4890 Scanner

## Initial scanner setup

- Turn on the scanner. The power switch is on the top left corner at the back of the scanner.
- Lift the scanner lid. Make sure that the white reflective cover (TMA (Transparent Materials Adapter) cover) is removed from the top side of the scanner. If not, remove it and set it aside.
- Place the black plastic slide holder template (16 slots) onto the scanner bed.
- Load slides into the slide template, beginning with the top right corner (labeled #1) and continuing right to left, top to bottom.
- Close the scanner lid.

## Computer setup

- Double click on the **HP Solution Center** icon on the desktop to start the scan application.
- Click **Cancel** and **OK** to ignore any errors that pop up.
- Once the “**HP Scanjet 4800 Series**” application opens, click the **Scan Film** button.
- Verify that the **Picture** button and the **Scan positives** button have been selected.
- In **Scan to:** Select **Save to File**. Select the **File Type** you wish to save your scans as (BMP or TIF, PNG, PCX, etc).
- Click the **Scan Picture Settings** button to change the resolution and color mode.
- Click the **Save to file Save Options** button to review the file type, base file name, and save location (default is fine). Click **OK**
- Click the **Scan** button to begin scanning.
  - The scanner will do a quick scan of the entire page of slides and present a preview of the images that it discovers. You can select numerous options on this panel, but it is not necessary to do that.
- Click the **Accept All** button to start scanning.
  - The scanner will now scan all identified slides, one at a time, at the selected resolution. Each image will be saved in the selected folder.
- When the final image has been scanned, you can either terminate the scan (click the **No** button), or reload another set of slides.
  - If you have more slides to scan, lift the scanner lid, remove all the scanned slides, and reload with another batch of slides.
  - After closing the scanner lid, click the **Yes** button.
  - Click the **New Scan** button. Once the preview is complete, click the **Accept All** button to scan the next set of slides.
- When you are finished, make sure you remove all your slides and turn off the scanner.

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## Reviewing and Editing your slides

- Open Windows Explorer and navigate to the save folder you selected. You should find your images in that folder.

- If you wish to edit your photos, you can use Picasa, XnView, or another photo editing application to open and modify the files in the save folder.
- When you are satisfied with your scanned slides, copy them to your personal thumb drive. Remove your images from the save folder.